



Local Jurisdictions Campaign Finance Disclosure Statement

[SDCL 12-27](#)

This statement is filed with your local election official. Contact them for additional information or if you need assistance with filling out this document.

Those local jurisdictions that are required to file campaign finance documents ([12-27-39](#)):

- County offices and ballot questions in counties with population greater than five thousand
- Ballot questions in first class municipalities
- School board positions and ballot questions in school districts with more than two thousand average daily memberships

Committee Information required (please print):

Full Name of Committee _____

If you are a Candidate, list name as it appears on your nominating petition and what office you are seeking.

Type of Committee _____

Street Address _____ City _____ State _____ Zip _____

Postal Address _____ City _____ State _____ Zip _____

Treasurer Daytime Phone Number _____

Treasurer Evening Phone Number _____

Treasurer Email Address _____

If you are a **Ballot Question Committee**, indicate which measure the committee was involved with during the reporting period and whether the measure was supported or opposed.

Ballot Measure Number (if has been assigned): _____ Support ☐ Oppose ☐

Choose the Type of Campaign Statement you are filing on page two.

Type of Campaign Statement *(you must select one)*

COUNTY candidates *select one of these reports:*

- ☐ **Pre-Primary:** filed by the 2nd Friday prior to the Primary. The reporting period is from January 1 through the Monday before the deadline.
- ☐ **Post-Primary** *(non-winner)*: filed by the 2nd Friday of August after the Primary. The reporting period would be from the last report filed to the deadline date.
- ☐ **Pre-General:** filed by the 2nd Friday prior to the General. The reporting period would be from the last report filed through 15 days prior to the General Election.
- ☐ **Year-End:** filed by the 1st Monday in February. The reporting period would from the last report filed through December 31.
- ☐ **Termination of Committee:** filed whenever you choose. The reporting period is from the last report filed to the date you are terminating. The balance has to end in zero and you must report all expenditures and receipts and pay off all outstanding loans, debt and obligations since your last filed report.

COUNTY SPECIAL elections and LOCAL JURISDICTION elections *select one of these reports:*

- ☐ **Pre-Election report:** filed by the 2nd Friday prior to the election date. The reporting period is from the Statement of Organization date through the fifteenth day prior to the election.
- ☐ **Year-End report:** filed by first Monday in February of the year following the election. The reporting period is from the last filing date to December 31. If you terminate prior to December 31, you do not need to file a Year-End.
- ☐ **Termination report:** filed whenever you choose. The reporting period is from the last report filed to the date you are terminating. The balance has to end in zero and you must report all expenditures and receipts and pay off all outstanding loans, debt and obligations since your last filed report.

You may also select one of the **reports below in combination** with a **report** above:

- ☐ **Amendment** *(for most recent report filed)*
- ☐ **Termination of Committee**

The following verification must be **signed by the Treasurer** before submitting the report ([SDCL 12-27-24 \(29\)](#))

I _____ (print name legibly), certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete. I also understand that failure to timely file any statement, amendment, or correction required subjects the Treasurer responsible for filing to a civil penalty of fifty dollars per day for each day that the statement remains delinquent ([SDCL 12-27-30](#)). The civil penalty shall be in addition to any criminal sanctions.

Date: _____

Signature of Treasurer

INCOME

Direct Contributions from Individuals

This section reports all contributions from individuals. These pages may be duplicated if you need more space or you may attach additional sheets of paper as appendices.

Unitemized Direct Contributions from Individuals	
<i>Sum all contributions of \$100.00 or less from individuals and enter this total.</i>	Amount
TOTAL of all Unitemized Direct Contributions from Individuals:	\$

Itemized Direct Contributions from Individuals <i>Enter all itemized contributions of \$100.01 or more from each individual below (SDCL 12-27-24 (14)):</i> <i>If you received a contribution from an individual in the calendar year that will put them over the \$100.01 contribution limit they need to be listed in this section.</i>			
<i>Contributor name</i>	<i>Residence Address (PO Box not accepted)</i>	<i>City and State</i>	<i>Amount</i>
Joe Smith	1234 5 th Ave	Pierre, SD	\$100.00*
<i>*Because Joe gave \$50.00 in a previous reporting period and gave \$100.00 in this reporting period, his contributions are now required to be <u>Itemized</u> since his total amount contributed in the calendar year is over \$100.01. His aggregate amount is now \$150.00.</i>			
			\$
			\$
			\$
			\$
			\$
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			\$
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			\$
			\$
			\$
TOTAL of all Itemized Direct Contributions from Individuals:			\$

Direct Contributions from Organizations

Only PAC's and Ballot Question Committees* may receive direct contributions from organizations. An organization is defined as any business corporation, limited liability company, nonprofit corporation, limited liability partnership, limited partnership, partnership, cooperative, trust except a trust account representing or containing only a contributor's personal funds, business trust, association, club, labor union, collective bargaining organization, local, state, or national organization to which a labor organization pays membership or per capita fees, based upon its affiliation and membership, trade or professional association that receives its funds from membership dues or service fees, whether organized inside or outside the state, any entity organized in a corporate form under federal law or the laws of this state, or any group of persons acting in concert which is not defined as a political committee or political party. [SDCL 12-27-18](#)

*if you are a **ballot question committee** which received a contribution from an organization, you must attach to this report, the Ballot Question Statement you received from the organization.

<i>Organization name</i>	<i>Street Address (PO Box not accepted)</i>	<i>City and State</i>	<i>Amount</i>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL of all Itemized Direct Contributions from Organizations:			\$

Direct Contributions from Political Parties

A political party is defined by [SDCL 12-27-1 \(20\)](#). All contributions from Political Parties must be entered as a separate item (itemized), listing the required information below.

<i>Political Party name</i>	<i>Street Address (PO Box not accepted)</i>	<i>City and State</i>	<i>Amount</i>
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL of all Itemized Direct Contributions from Political Parties:			\$

Direct Contributions from In-State Political Action Committees

A political action committee (PAC) is defined by [SDCL 12-27-1 \(18\)](#).

<i>In-State PAC name</i>	<i>Street Address (PO Box not accepted)</i>	<i>City and State</i>	<i>Amount</i>
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
TOTAL of all Itemized Direct Contributions from In-State Political Action Committees:			\$

Direct Contributions from Out-of-State or Federal Political Action Committees (PAC)

All contributions must be itemized separately and include the PAC name and website address of the filing office where the PAC regularly files their campaign finance report(s).

<i>Out-of-State or Federal PAC Name</i>	<i>Filing Website Address</i>	<i>Amount</i>
		\$
		\$
		\$
		\$
		\$
TOTAL of all Itemized Direct Contributions from Out-of-State or Federal Political Action Committees:		\$

Direct Contributions from Candidate Committees

A candidate committee is defined by [SDCL 12-27-1 \(3\)](#).

<i>Candidate Committee name</i>	<i>Street Address (PO Box not accepted)</i>	<i>City and State</i>	<i>Amount</i>
			\$
			\$
			\$
			\$
			\$
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			\$
			\$
			\$
			\$
TOTAL of all Itemized Direct Contributions from Candidate Committees:			\$

Other Income

This section reports all income received from any refunds, rebates, interest earned, sale of property, or other income which is not a direct contribution, received during this reporting period. Any initial source of income from a loan that is received should be listed here.

<i>Source of Income</i>	<i>Description</i>	<i>Amount</i>
Example: Joe Smith	Loan Income	\$10,000.00
		\$
		\$
		\$
		\$
TOTAL of all Other Income:		\$

In-Kind Contributions

An in-kind contribution is defined as a good or service provided at no charge or for less than its fair market value. The term does not include the value of services provided by a person as a volunteer for or on behalf of any candidate, political committee, or political party, including the free or discounted use of any person's residence or office.

<i>Name and residence address or Name and filing website address</i>	<i>Description</i>	<i>Estimated Value</i>
Example: Joe Smith, 125 State Street, Pierre, SD	Plywood for campaign signs	\$200.00
		\$
		\$
		\$
		\$
TOTAL of all estimated In-Kind Contributions:		\$

Establishing and Administering Committee/Solicitation Costs

List a categorical description and the estimated value of funds or donations by an organization to its own political committee for establishing and administering the political committee or solicitation costs of the political committee. (This section is rarely used). [SDCL 12-27-24 \(19\)](#)

<i>Organization Name</i>	<i>Categorical Description</i>	<i>Amount</i>
Example: ABC Company	ABC Company pays for the administration of their ABC PAC (ex: office space rent, utility costs, equipment rental, salary for Treasurer)	\$2,000.00
		\$
		\$
		\$
		\$
		\$
TOTAL of all Establishing and Administering Committee/Solicitation Costs:		\$

EXPENDITURES	
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Operational Expenditures

This section reports expenses that the committee has incurred. Categories have been provided for reporting common expenses. All other expenses should be listed.

<i>Categorical Description</i>	<i>Amount</i>
Advertising	\$
Bank Fees	\$
Credit Card Fees	\$
Consulting	\$
Loan Repayment (Ex: repaid \$25,000; new balance is \$50,000; so expense here would be \$25,000)	\$
Office Supplies	\$
Postage	\$
Printing	\$
Rent	\$
Salaries	\$
Telephone	\$
Travel	\$
Utilities	\$
List other expense items below (i.e. donations to organizations, gifts, meals, fundraising expenses, etc.):	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL of all Operational Expenditures:	\$

Contributions Made to Other Candidates and/or Committees

This section reports all contributions that this committee has made to another candidate and/or committee.

<i>Name of Candidate or Committee</i>	<i>Amount</i>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL of all Contributions to Other Candidates and/or Committees:	\$

Expenditures Incurred but not yet Paid

(prior reports listed these as Outstanding Debts and Obligations)

This section reports all expenditures incurred by this committee but have not been paid during this reporting period (i.e. consulting services that been contracted but not yet billed). If a service has been contracted but not yet billed, estimate the amount of the obligation.

<i>Owed to</i>	<i>Amount</i>
Example: ABC Consulting Firm	\$600.00
	\$
	\$
	\$
	\$
TOTAL amount of Expenditures Incurred but not yet Paid:	\$

Loans Owed TO this Committee

This section reports all loans that this committee has made to others (i.e. loan to another candidate committee). Please list the name, address, city and state for each loan and the amount of loan given during the reporting period. Also list the balance of each loan at the end of the reporting period.

<i>Recipient Name</i>	<i>Address, City and State</i>	<i>Amount of loan given during reporting period</i>	<i>Balance of loan owed to this committee at the end of the reporting period</i>
Example: Mary Smith	123 River Rd., Pierre, SD	\$100,000.00	\$100,000.00
Example: Louis Rogers	500 E. Capitol Ave., Pierre, SD	\$0.00	\$50,000.00
Total of all Loans Owed TO this Committee:			

Loans Owed BY this Committee

This section reports all loans that have been given to this committee (i.e. personal loan to committee). Please list the name, address, city and state of the lender and the terms, interest rate and repayment schedule. Also list the balance of each loan at the end of the reporting period. If part of a **loan** has been **repaid**, please also list that **expense** in the **Loan Repayment** category of **Operational Expenditures** (page 7 above). If the **loan** is an initial source of **income**, please also list the amount of the **loan** in the **Loan Income** category of **Other Income** (page 5 above).

<i>Lender Name</i>	<i>Address, City and State</i>	<i>Terms, Interest Rate and Repayment Schedule</i>	<i>Balance of loan committee owes at the end of the reporting period</i>
Example: BankOne	123 Main St., Sioux Falls, SD	Monthly, 5%, full in 1 year.	\$50,000.00
Total of all Loans Owed BY this Committee:			

SUMMARY OF INCOME AND EXPENDITURES

This is a summary of transactions conducted during the reporting period.

Balance of cash and cash equivalents on hand, if any, at the beginning of the reporting period.	\$
<i>The beginning balance should be zero for new committees or the ending balance of the previous report filed for existing committees.</i>	
	INCOME
	EXPENSES
INCOME TOTALS	
Unitemized Contributions (total from page 2)	\$
Itemized Contributions (total from page 2)	\$
Contributions from Organizations (total from page 3)	\$
Contributions from Political Parties (total from page 3)	\$
Contributions from In-State Political Action Committees (total from page 4)	\$
Contributions from Out-of-State or Federal Political Action Committees (total from page 4)	\$
Contributions from Candidate Committees (total from page 5)	\$
Other Income (total from page 5)	\$
TOTAL of Cash Income	\$
EXPENSE TOTALS	
Operational Expenditures (total from page 7)	\$
Contributions to Candidates and/or Committees (total from page 8)	\$
TOTAL of Cash Expenses	\$
Amount of cash on hand at the end of the reporting period:	
	\$
<i>The ending balance <u>must not</u> be negative. If this is a <u>Termination Report</u>, the ending balance <u>must</u> be zero and there cannot be any outstanding debts, obligations or loans.</i>	

SUMMARY OF TRANSACTIONS NOT INCLUDED ABOVE

This is the summary of all non-cash transactions conducted during the reporting period. These amounts **do not** calculate into the **Amount of cash on hand at the end of the reporting period** above.

In-Kind Contributions (total from page 6)	\$
Establishing and Administering Committee/Solicitation Costs (total from page 6)	\$
Expenditures Incurred but not yet Paid (total from page 8)	\$
Loans Owed TO this Committee (total from page 9)	\$
Loans Owed BY this Committee (total from page 9)	\$

Mail completed form to Secretary of State's Office, Attn: Elections Department, 500 E Capitol Ave., Ste. 204, Pierre, SD 57501-5070, fax 605-773-6580 or email to cfr@state.sd.us.